

Willoughby Hills Community Center Rental Fees

**Effective 1/1/13*

O’Ryan Room (capacity 160)		
	Resident	Non-Resident
Mon-Thurs	\$300.00	\$450.00
Fri-Sat	\$350.00	\$500.00
Sun	\$325.00	\$475.00
Security Deposit = \$100.00		
Lions Club Room (Capacity 100)		
	Resident	Non-Resident
Mon-Thurs	\$110.00	\$175.00
Fri-Sat	\$125.00	\$200.00
Sun	\$125.00	\$200.00
Security Deposit = \$100.00		

Schaefer Room (Capacity 60)		
	Resident	Non-Resident
Mon-Thurs	\$80.00	\$105.00
Fri-Sat	\$90.00	\$110.00
Sun	\$80.00	\$110.00
Security Deposit = \$50.00		
Historical Room (Capacity 40)		
	Resident	Non-Resident
Mon-Thurs	\$70.00	\$ 95.00
Fri-Sat	\$80.00	\$100.00
Sun	\$70.00	\$100.00
Security Deposit = \$50.00		

Building Hours

Monday -Thursday	9:00 a.m. – 10:00 p.m.
Friday & Saturday	9:00 a.m. – 12:00 a.m.
Sunday	9:00 a.m – 9:00 p.m.

*** To qualify for Resident rate, contract holder *must* be a Willoughby Hills resident, provide valid driver’s license number & current utility bill, and must be present at the event. Payment and all event details must be facilitated through contract holder only. Non-residents are not permitted to use a resident’s name for rental purposes.**

Private rentals are offered in consecutive 7-hour periods within the building open/close times listed above. The 7 hours includes; renter’s set up, party, and clean-up. Additional hours for set up may be purchased up to three (3) weeks prior to the event date, at the rate of \$25 per hour.

Rates include tables and chairs, and setup/take down of chairs by city employees (chairs & tables are provided by city). Also included are cleaning supplies, ice and (1) 55 cup coffee pot.

Renter is responsible for returning the room to “pre-event” conditions, following the Operating Policies and signing off with the Monitor to qualify for the return of their Security Deposit.

Rental groups are not permitted to store materials in the facility. The City of Willoughby Hills is not responsible for lost or stolen items, rental groups are asked to take appropriate precautions.

O’Ryan Room and Lions Club Room have full kitchens, with ovens/stoves/microwaves for warming and organizing of food. Kitchens have only appliances; no utensils, food or condiments. Full cooking is not permitted in either kitchen. Schaefer/Historical Rooms have a kitchenette with only a 2-burner stove top, microwave and sink. *There is no refrigeration in the Schaefer/Historical Rooms, nor do they have ovens.*

Funeral Luncheons

Willoughby Hills residents may rent the facility for a funeral luncheon for a flat fee of \$50.00 for a maximum 4 hour rental, no alcohol. The City will determine room based upon number of guests and room availability.

Please review Community Center Operating Policies for more information.